



GODDARD SPACE FLIGHT CENTER
Veteran Advisory Committee (VAC)
Action Items and Logistics
(As of May 13, 2015)
2015 Memorial Day Event Planner


Teamwork and Leadership from the Perspective of a U.S. Medal of Honor Recipient

VAC Planning Committee Members & Collaboration with OHCM's Exploring Leadership Colloquium:		
David Boon, VAC Co-Chair Charles Morrison, VAC Co-Chair Gail Williams, OHCM Teresita Smith, VAC PM Kevin Reed, OHCM Liaison	Mark Hubbard Dean Patterson Eric Harbison Rogenia Dean Benjamin "Patrick" Michael Andrea McClendon	Maria Romo Stanley "Stosh" Comisiak Mike Lewis, Honorary Member Art Weaver Jarrett Barratt Theresa Thomas

Before Event Actions

Area 1: External Guest

Actions	POC(s)	Status Update/Notes/Responsibilities
Keynote Speaker Logistics Kyle J. White The Medal of Honor is the highest award for valor in action against an enemy force which can be bestowed upon an individual serving in the Armed Services of the United States. Generally presented to its recipient by the President of the United States of America in the name of Congress. <ul style="list-style-type: none"> Learn more at http://www.cmohs.org/. Kyle J. White: http://www.cmohs.org/recipient-detail/3510/white-kyle-i.php 	VAC Chairs Program Manager Gail Williams	Tour logistics (POC: Gail, OHCM) VAC Participants: Charles, Stosh, Maria No, Special requirements/accommodations by Speaker Additional guest(s): Craig (Kyle's DoD aide) Badging process and requirements (POC: Gail, OHCM) Request from speaker bio and any supporting media (Received) Keynote Speaker Escort – Gail Williams, OHCM
Meet and Greet with Center Leadership (Before Event)	Gail Williams	Attendees: David, Charles, Dan Krieger, Kyle J White, and Craig (Kyle's DoD aide)
VIP Luncheon	Gail Williams Past/Present Co-Chairs	There will be a VIP luncheon planned by Gail Williams, OHCM with the keynote speaker. Currently, the invitation has been extended to

Immediately after program in the DCR.	<i>Confirmed: Charles, David, Mark, Teresita</i>	current and past Co-Chairs however if there are available slots open and you would like to be considered, please let us know your interest in attending the luncheon. We cannot make any promises but we will do our best to include you if space is available. If space allows , Stosh would like to attend.
VIP Tour	Charles, Stosh, Maria Brianna (Code 100) Kyle White and Craig Norton	VIP tour will start immediately as lunch ends, at 1 pm, from the front of the B8 Aud and will be for 2-hours ending at 3pm. Tour guide is Brianna Horton, Code 100. Note: You will need to provide your own transportation from building to building, we suggest carpooling, a space will be held up front for the driver.
Honor Guard Request	Art	United States Marine Corps Color Guard Inspector-Instructor Staff Washington, D.C. Marine Reserve Training Center Joint Base Anacostia-Bolling (JBAB)
Bugler Request	Art	Gunnery Sergeant (GySgt) John Kilby 2nd Civil Affairs Group Marine Reserve Training Center Joint Base Anacostia-Bolling (JBAB)
Boots on Ground 	Art	Confirmed
Reserve Bldg.8 Parking Signs	Teresita	List of Parking Spaces to be sent to Stephanie Keene, OCOMM: Kyle J. White & 4 Memorial Day Program General Spaces

Area 2: Building 8 Auditorium Logistics

Actions	POC(s)	Status Update/Notes/Responsibilities
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Date: Tuesday, May 27, 2014

Time: 10:00-11:30 a.m.

Room Layout (image below chart):


Theater 3 Set-up with 300 Seats & 2 Tables and 4 chairs at the back between entrance doors

Bldg.8 Auditorium POCs: Mike Lewis, ext. 6-5592 or Katease DeVaughn (VITS) at 6-5701



A/V requirements (Video/Music/Slideshow)	VAC Chairs	POC, for this action please work with Mike Lewis to make sure audio and visuals are capable with the auditorium.
POC for Mike Lewis	VAC Chairs	Provide Mike with all the information needed for event.
VITS for Satellite Locations	VAC Chairs	<ol style="list-style-type: none"> 1. IV&V – Room 234 2. WFF – F6-Room 213 3. HQ – Concourse Level
Program Video Recording	Teresita	Request for video recording to archive and have a hard copy
Dry-Run	Everyone	Building 8 Auditorium Date: Tuesday, 5/19/2014 Time: 2:00 PM - 3:30 PM Meeting Name: Memorial Day Event on 5/27 Rehearsal

Area 3: Communication







Actions	POC(s)	Status Update/Notes/Responsibilities
Marketing and Advertising Leads	Teresita Smith	All Communication Coordination Final Flyer: 
Center Flyer Distribution		Lead can also send an email to all the Building FOMs on Center to ask if they can print a few copies of the flyer and post in their respective buildings.

		Facility Operations Managers (POC for each Building) https://internal.gsfc.nasa.gov/web/phonebook/foms
Dateline ad/Internal Page Posting/Electronic Gate Signs		contact Stephanie Keene, OCOMM
Request to Dan to notify Center Management and NASA Administrator, extend request for participation in Program, and confirm meet and greet before program in Suite.	Teresita Co-Chairs Gail Williams	NASA Administrator will be on travel and not available. Gail will be the POC for Chris and he has currently confirmed his participation. VAC Co-Chairs will reach out to Judy Bruner, Senior Champion, to ask for her participation.
eMOD Tickets/Actions by TIMS	Teresita/Gail	<ul style="list-style-type: none"> •Flyers & Banner (Signature & Internal Page) •Program •Appreciation Plaque for keynote speaker (POC: Gail Williams)

Area 4: Program

Actions	POC(s)	Status Update/Notes/Responsibilities
Rolling Video/PowerPoint Slides of Veterans		<p>Please, send your photos to David to add to presentation.</p> <p>David, please work with Mike Lewis to make sure PowerPoint is capable with the auditorium.</p> <p>Maria creating a video with images and music.</p>
Video for Program	VAC Chairs	POC, for this action please work with Mike Lewis to make sure video selected is capable with the auditorium.
Program Speakers and Order for Program Document	VAC Chairs	*Separate document with Program Content
National Anthem Selection	Mark Hubbard	Confirmed to do National Anthem and will provide music to Mike Lewis

Welcome	Gail Williams <i>Exploring Leadership Colloquium, Lead</i>
Color Guard /National Anthem	TBA Mark Hubbard
Introduction of Center Leadership	David Boon <i>Veterans Advisory Committee, Co-Chair</i>
Opening Remarks	Chris Scolese <i>Center Director</i>

Video Presentation http://www.blogs.va.gov/Vantage/18481/national-medal-of-honor-day-march-25th/	
Introduction of Keynote Speaker	Judy Bruner <i>Veterans Advisory Committee, Senior Champion</i>
Keynote Presentation	Kyle J. White <i>U.S. Medal of Honor Recipient</i>
Q&A	
Bugler: TAPS (<i>Note: Picture to be shown in background provided by Charles</i>)	
 <p>Marine Corps Sgt. Phillip A. Bocks BORN March 1979 HOMETOWN Troy, Mich. MILITARY OCCUPATION Rifleman (0311)</p>  <p>Capt. Matthew Charles Ferrara Posthumously promoted from first lieutenant BORN October 1983 HOMETOWN Torrance, Calif. BRANCH Infantry</p>  <p>Spc. Joseph Michael Lancour Posthumously promoted from private first class BORN June 1986 HOMETOWN Searsville Creek, Mich. MILITARY OCCUPATION Infantryman (11B)</p>  <p>Cpl. Sean Kanjae-Aldrique Langewell Posthumously promoted from private first class BORN August 1984 HOMETOWN Walnut Creek, Calif. MILITARY OCCUPATION Infantryman (11B)</p>  <p>Sgt. Jeffery Scott Mersman BORN May 1984 HOMETOWN Parker, Kans. MILITARY OCCUPATION Infantryman (11B)</p>  <p>Cpl. Lester G. Roque Posthumously promoted from private first class BORN December 1983 HOMETOWN Torrance, Calif. MILITARY OCCUPATION Health Care Specialist (90B)</p>	
Acknowledgements	Chris Scolese
Closing Remarks	Charles Morrison, <i>Veterans Advisory Committee, Co-Chair</i>

Day of Event Actions

Actions	POC(s)	Status Update/Notes/Responsibilities
Program/Stage Lead	David Boon and Charles Morrison	Responsible for managing everything that happens on the stage. Making sure that speakers/presenters know when to go up and when to come off. To make sure the program runs in order and in a timely manner. Program Reminders: During Acknowledgment section of Program, please ask all Women Veterans to stand for applause.
All Volunteer Lead(s) <i>All VAC members are asked to arrive to the Building 8 auditorium at 9:30AM event day</i>	Teresita	Volunteers and AC Members are asked to arrive to the auditorium at 9:30AM, and report to Teresita for assignments and guidance. Please, confirm your attendance on actual day.
Auditorium Leads	Jeff B. **Need 1 More	Prior Action: Coordinate/confirm reasonable accommodation within auditorium with Gabriela Diaz in Code 120.

<i>All material can be picked up in Teresita's Office (8/422)</i>		Distribute programs, set-up or confirm pop-up banner is on stage, assist audience with seating, and assist with Q&A
Foyer Leads	Stosh and Eric	Assist with crowd control and A/V (3rd floor)
VAC Information & Registration Table <i>All material can be picked up in Teresita's Office (8/422)</i>	Andrea and Genia	<i>Prior Action: Request from Code 130 two (2) NASA meatball table cloths for tables.</i> At this table we will have registration cards, information, and sign-ups for VAC membership and distribution list
Auditorium A/V Lead <i>All material can be picked up in Teresita's Office (8/422)</i>	Mike Lewis	Mike will work with Program Lead and Auditorium/Foyer Leads, to make sure everything runs smoothly
Program Document Plaque Holder VAC Registration Cards VAC Pop-up Banner	Teresita	Bring Programs to Auditorium, provide Program Lead with plaque at front stage.

After Event Actions

VAC Co-Chairs

Actions	POC(s)	Status Update/Notes/Responsibilities
Email/PhoneCall/Thank you Notes	VAC Co-Chairs	Thank you to all supporters
Appreciation	VAC Co-Chairs Teresita	Appreciation Certificates through TIMS
VAC Registration Cards Follow-up (Membership Drive Opportunity)	VAC Co-Chairs	Send email to all those who have filled out VAC Registration Cards and invite to next meeting and to be added to distribution list.
Lessons Learned Meeting on May 27	VAC Co-Chairs	Lessons Learned Meeting can be incorporated into the June monthly meeting